



CLEARINGHOUSE CORNER

State of Delaware

Volume 1 Issue 2

Winter 2012

CLEARINGHOUSE GRANT SUBMISSION PROCESS What, Who, Why, When, and How?!

GRANT PACKETS

WHAT

All grants must be submitted to the Office of Management and Budget (OMB). OMB reviews the grant and provides the information to the Delaware State Clearinghouse Committee. The committee meets most months and votes to approve, disapprove or table each grant.

WHO

All state agencies, higher education institutions and private organizations are required to submit grant information to OMB.

WHY

The purpose of the Clearinghouse Committee is to review all grant submissions to reduce duplication, avoid conflicting effort, and ensure consistency with state laws and goals.

WHEN

A grant must be submitted to OMB **PRIOR** to submission to the federal agency.

HOW

It is important for agencies to

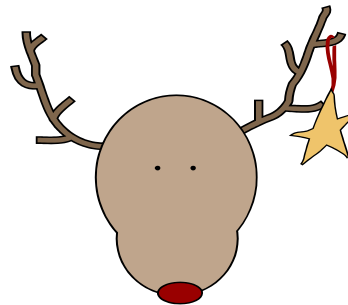
plan ahead when applying for a federal grant. An agency should request an OMB SAI# in the early stages of the process. The amount noted on the SAI request can be an estimated amount.

After the SAI# is received, the agency should submit the grant packet to OMB. This should also be done **BEFORE** the federal application is submitted. This information does not need to include the final approved information and amounts. As stated earlier, one of the purposes of the Clearinghouse Committee is to review grants to ensure the purpose of the grant is consistent with state policies and goals.

If an agency follows this process, there should not be any delays in loading spending authority in First State Financials (FSF). Clearinghouse approval would be received prior to receipt of the federal award. Spending authority could then be entered as soon as the federal award is received.

WHERE DOES FSF FIT IN?

Agencies should be entering the grant award information into FSF before the federal award is received. The information should be loaded in FSF prior to submission to OMB.



THE NEXT CLEARINGHOUSE MEETING WILL BE HELD ON MONDAY, JANUARY 28TH AT 10AM IN THE JOINT FINANCE COMMITTEE HEARING ROOM IN LEGISLATIVE HALL.

OMB is striving to make the Clearinghouse process more efficient and consistent. As part of this process, we are requesting the following:

1. Agencies should email grant packets as a single file with the required documents submitted in the following order (please use the OMB SAI# as the email subject title):
 - Signed SPOC
 - Director's Overview
 - Personnel Summary (if applicable)
 - Back-up information (with federal Budget Information first)
2. OMB is requiring all grant packets to be submitted via email. Hard copies will no longer be accepted.
3. The title on the SPOC form should not include "FYXX", "State of Delaware" or abbreviations.



If your SAI request is submitted to OMB in:	The grant packet is due by:	And the grant will be scheduled for:
December	January 11, 2013	March
January	February 8, 2013	April
February	March 8, 2013	May
March	April 12, 2013	June
April	May 10, 2013	July
May	June 14, 2013	August
June	July 12, 2013	September

Remember to apply early for the OMB SAI#. If you are unable to submit your grant packet by the due date; the grant can be moved to the next month.



Send FM's to:
OMB_FM@state.de.us

Send grant packets to:
OMB_Clearinghouse@state.de.us

The Office of Management and Budget will be holding mandatory Clearinghouse training in the spring. Stay tuned for additional information including dates and times.

CLEARINGHOUSE TRIVIA

What is the difference between a grant and a cooperative agreement?

Grant- There is little or no federal government involvement.

Cooperative Agreement- There is substantial federal government involvement.

We're on the web:
<http://www.budget.delaware.gov/clearinghouse/fedgrants.shtml>

DIRECTOR'S OVERVIEW

A Director's Overview must be included in all grant packet submissions. The purpose of the Director's Overview is to provide a written explanation of the information on the Single Point of Contact (SPOC) form. The overview should include at least three sections: narrative, budget comparison and relationship to state budget. These sections should include explanations for variances from year to year, personnel changes, sub-awards, and business cases. When completing the Director's Overview, look back over the SPOC form and think about what questions a reviewer might have about the form (i.e. why is the funding decreasing from last year to this year). Use the Director's Overview to answer those questions. Refer to the Clearinghouse website for more detailed instructions regarding the Director's Overview.



Federal Aid Master (FM) Forms

The Federal Aid Master (FM) form should be utilized whenever an addition or change is being made to a federal ledger in Commitment Control. This includes new awards, changes to end dates, increases or decreases in spending authority and issuing sub-awards to state agencies. The "Action" section of the FM should be completed with an "E" (Establish) or a "M" (Modify). A FM for a new award should be marked with an "E". A new Bud Ref year for an existing appropriation would also require an "E" as long as a new award has been issued for that year. A helpful tool to determine if an "E" should be used is to determine if the OMB SAI# is new. If the SAI# is new, then most likely the FM should be marked with an "E".

A FM should be marked with a "M" if there is a change to an existing award; including an increase, decrease, end date extension, or sub-award. If a FM has already been processed for a particular Budget Reference and appropriation; then the FM should be marked with a

This section is important to OMB staff. Administrative staff pull the original file for any "M" FM's; and new files are made for any "E" FM's. If the section is marked incorrectly, staff will search for original files that do not exist; or they will make duplicate files for existing files.

DHSS staff should note that there is an additional code used for end date extensions. A "X" for an end date extension is acceptable for DHSS staff.



USASpending.gov

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 requires that the federal Office of Management and Budget (OMB) establish a single searchable website, accessible to the public at no cost, which includes for each Federal award:

- * the name of the entity receiving the award;
- * the amount of the award;
- * information on the award including transaction type, funding agency, etc;
- * the location of the entity receiving the award; and
- * a unique identifier of the entity receiving the award.

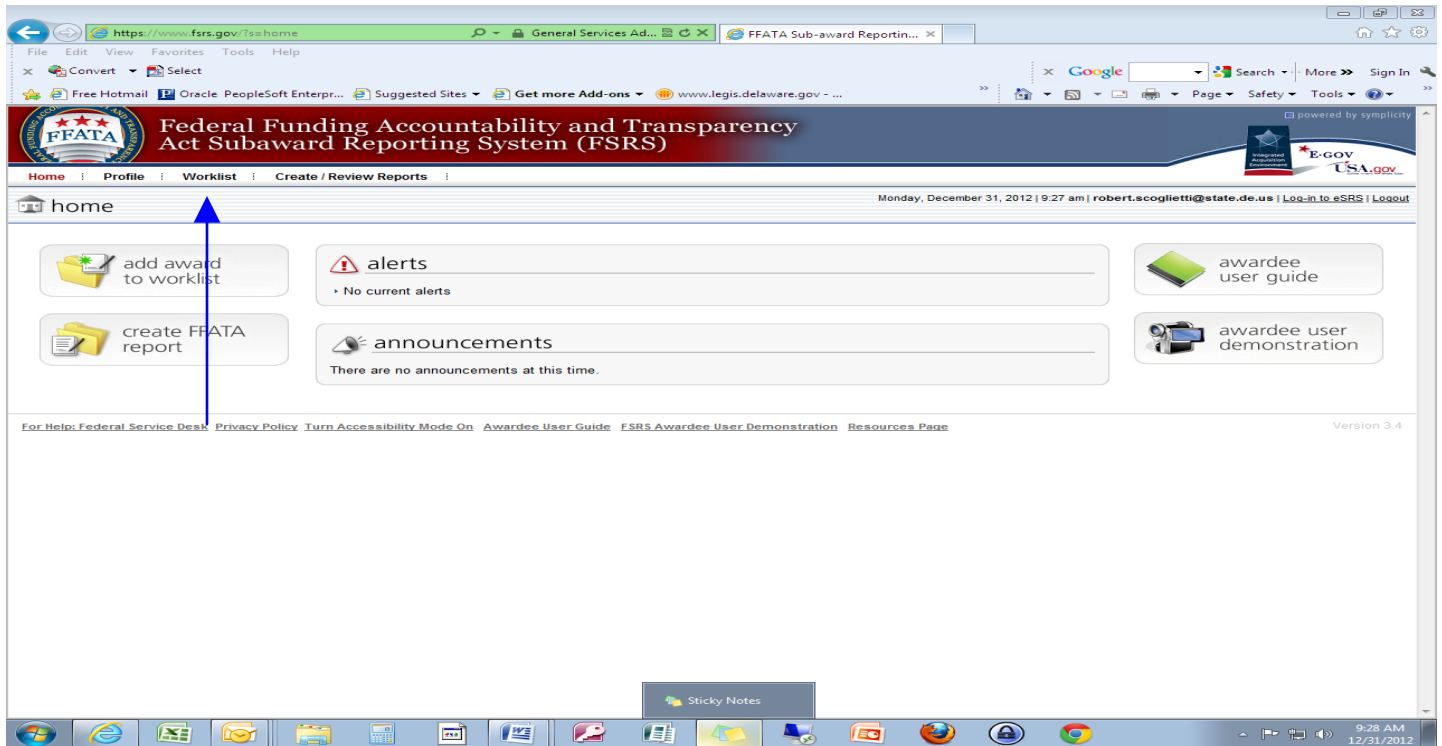
The site contains a new section that supplies information and updates regarding FFATA reporting. The site can be accessed by clicking the link below:

<http://usaspending.gov/>

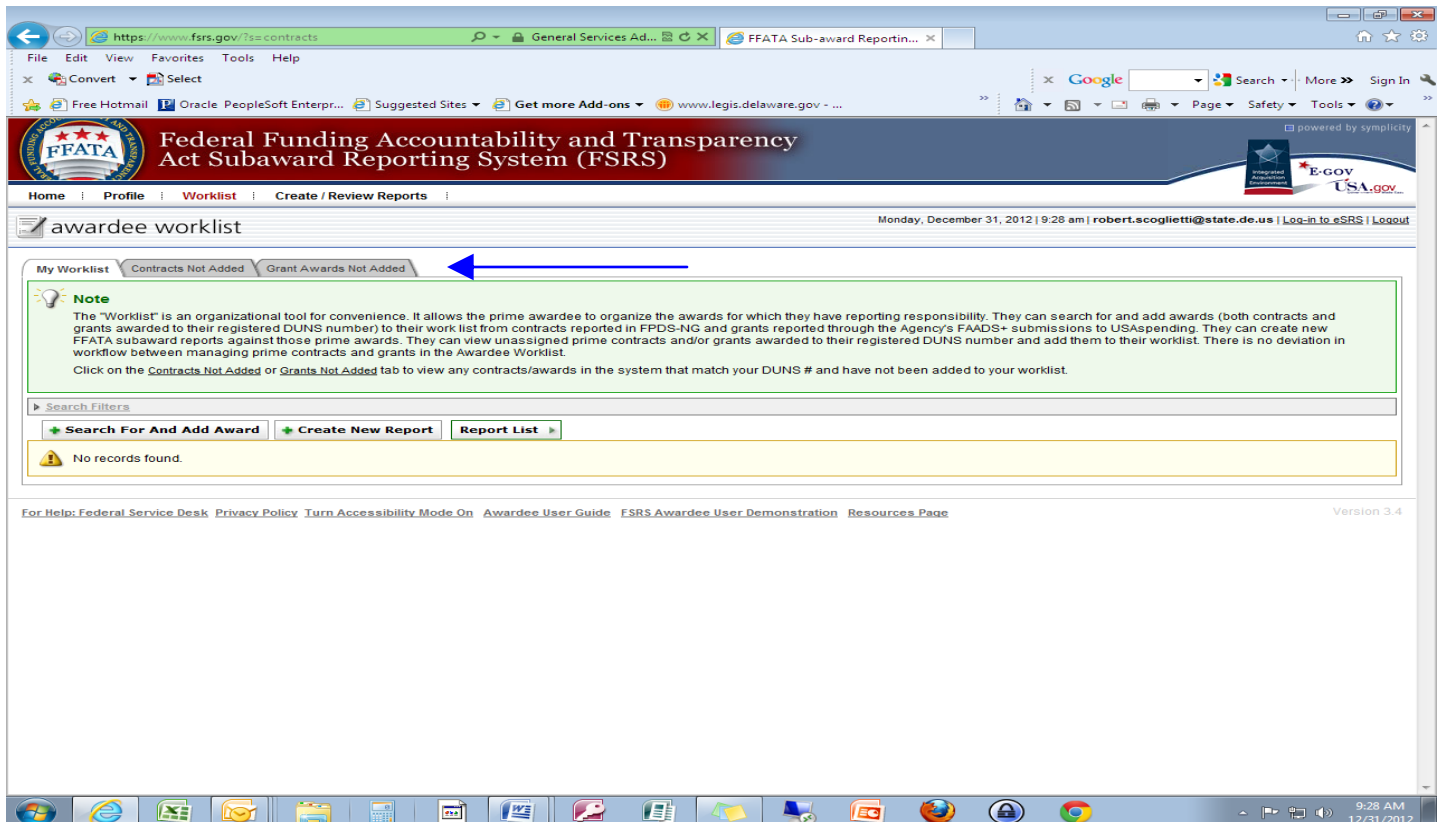


FFATA REPORTING JOB AID

FSRS.gov contains functionality to allow a user to easily identify all awards under their DUNS number that may require the filing of a FFATA report.



After logging in, you will see the home screen as shown above. Click on “Worklist” above the arrow in the illustration above.
DO NOT CLICK ON “ADD AWARD TO WORKLIST” AS THIS FEATURE WILL NOT WORK.



You will be brought to the above screen. Select the third grey tab as shown above.

FFATA Sub-award Reporting System (FSRS)

Home | Profile | **Worklist** | Create / Review Reports

awardee workload

Monday, December 31, 2012 | 9:29 am | robert.scoglietti@state.de.us | Log-in to eSRS | Logout

My Worklist | Contracts Not Added | Grant Awards Not Added

Note
The following grants were found that match your registered DUNS # and have not been added to your worklist. You may add a specific grant to your worklist or click the "add all grants to my worklist" button to add them all.

Search Filters

Add All Grants To My Worklist

Search For Other Grants | Create New Report | Report List | Items 1-1 of 1

Award ID (FAIN)	Top Level Agency	Agency	DUNS Number	Options
DE0020B3T000802	HOUSING AND URBAN DEVELOPMENT, DEPARTMENT OF	ASSISTANT SECRETARY FOR COMMUNITY PLANNING AND DEVELOPMENT	042258020	Add To Worklist

Search For Other Grants | Create New Report | Report List | Items 1-1 of 1

For Help: Federal Service Desk | Privacy Policy | Turn Accessibility Mode On | Awardee User Guide | FSRS Awardee User Demonstration | Resources Page

Version 3.4

You will be brought to a listing of all awards made to your DUNS number. Select the awards you'd like to move to your worklist by clicking the grey "Add to Worklist" button.

FFATA Sub-award Reporting System (FSRS)

Home | Profile | **Worklist** | Create / Review Reports

awardee workload

Monday, December 31, 2012 | 9:37 am | robert.scoglietti@state.de.us | Log-in to eSRS | Logout

My Worklist | Contracts Not Added | Grant Awards Not Added

Note
The "Worklist" is an organizational tool for convenience. It allows the prime awardee to organize the awards for which they have reporting responsibility. They can search for and add awards (both contracts and grants awarded to their registered DUNS number) to their work list from contracts reported in FPDS-NG and grants reported through the Agency's FAADS+ submissions to USAspending. They can create new FFATA subaward reports against those prime awards. They can view unassigned prime contracts and/or grants awarded to their registered DUNS number and add them to their worklist. There is no deviation in workflow between managing prime contracts and grants in the Awardee Worklist.
Click on the **Contracts Not Added** or **Grants Not Added** tab to view any contracts/awards in the system that match your DUNS # and have not been added to your worklist.

Search Filters

Search For And Add Award | Create New Report | Report List | Items 1-1 of 1

Award Number	Top Level Agency	Agency	Type	Options
DE0020B3T000802	HOUSING AND URBAN DEVELOPMENT, DEPARTMENT OF	ASSISTANT SECRETARY FOR COMMUNITY PLANNING AND DEVELOPMENT	grant	Remove Existing Reports

Search For And Add Award | Create New Report | Report List | Items 1-1 of 1

For Help: Federal Service Desk | Privacy Policy | Turn Accessibility Mode On | Awardee User Guide | FSRS Awardee User Demonstration | Resources Page

Version 3.4

You will be brought to the screen showing your worklist. You will see that the selected awards have been added to your worklist to allow you to prepare and file your FFATA reports.